



TOWN OF Roxbury
29 North Street
Roxbury, CT 06783
Telephone: 860-354-9969

SHORT-TERM RENTAL APPLICATION

Initial Permit: _____ Renewal: _____ DATE of Application: _____

Short-term Rental (STR) Permits are valid for one year beginning on the 1st or 15th of the month. Completed applications should be submitted to the First Selectman's Office at the Town of Roxbury, 29 North Street, Roxbury, Connecticut 06783.

APPLICATION FEE: \$200. (Initial Permit) \$130. (Renewal) I understand that if the application is denied by the Town of Roxbury, I will be entitled to a full refund. However, if I withdraw the application for any other reason, there will be a fifty dollar (\$50.00) administrative processing fee withheld from payment reimbursement. Once issued, a permit or license is non-refundable and non-transferable. A change in ownership requires the new property owner to apply for a new permit. (Owner(s) Initials: _____)

GENERAL INFORMATION – PROPERTY OWNER:

Name of Owner(s) as shown on Assessor Records: _____

Name of Designated Representative (Owner) if owned by a company or corporation: _____

Owner(s) physical/primary address: _____

Owner(s) mailing address: _____

Owner(s) phone numbers: _____ Owner(s) email address: _____

PRIMARY AND ALTERNATE POINT OF CONTACT:

Primary Point of Contact

Alternate Point of Contact

Name: _____ Name: _____

Email: _____ Email: _____

Cell phone number: _____ Cell phone number: _____

RENTAL UNIT INFORMATION:

Address of STR Property: _____

Number of bedrooms available to be rented: _____ Number of off-street parking spaces: _____

APPLICATION MATERIALS: A STR Permit will only be issued after the application has been reviewed and approved in accordance with the Town of Roxbury Short-term Rental Ordinance regulations. All taxes and citations must be paid up-to-date before issuance of a permit. The following items are required and must be attached to this application (attached Y or N)

Permit Fee: _____ Information Packet (completed): _____

Signed Fire, Safety & Building Code Affidavit: _____ Signed Application/Liability: _____

Taxes paid: _____ Citations paid: _____ Occupancy Limit Documents (if applicable) _____

Owner's Fire, Safety & Building Code Affidavit: By my signature below, I represent that the Short-term Rental Property described in this application is in compliance with health, building and fire safety codes and regulations, including without limitation;

- Working smoke and carbon monoxide detectors are installed with placement in compliance with Town/State building, fire safety codes and regulations;
- A working fire extinguisher is located in the dwelling or other rental building at all times when the property is being used as a Short-term Rental;
- There are properly functioning windows and doors in all livable spaces of the Short-term Rental and sleeping accommodations meet the state building code;
- Authorization of the right, but not the obligation, of the Town's officials to perform inspections, both externally and internally, of a Short-term Rental property when safety violations are reported.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Owner's Signature/Certification and Release of Liability: By my signature below, I represent that all information contained in this application is true and is correct. I further certify that I have read the Ordinance which pertains to Short-term Rental operations in the Town of Roxbury. I understand that I must always comply with *Ordinance Chapter 18 - Short-term Rentals* or be subject to enforcement actions by the Town of Roxbury. I also agree that the safety of a Short-term Rental shall be entirely the responsibility and liability of me, as the Owner/Short-term Rental Operator, and the Town of Roxbury shall assume no such liability to the Property Owner or any Renter by virtue of issuing a Short-term Rental Permit or of regulating such Short-term Rental use.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

To be completed by the Town of Roxbury

Application approved: _____ **Date:** _____
First Selectman, Town of Roxbury or Short-term Rental Enforcement Official (SREO)

Maximum Occupancy Limit: _____

Effective Date: _____

Application denied: _____ **Date:** _____
First Selectman, Town of Roxbury or Short-term Rental Enforcement Official (SREO)

Reason for denial: _____

Town of Roxbury
SHORT-TERM RENTAL
Restrictions on Use

- (1) *No commercial-type uses.* Commercial or non-profit organization uses, such as banquets, retreats, concerts, conventions, seminars, sports events, fundraisers, or other events sponsored or hosted by a Renter, business, or other entity are prohibited.
- (2) *Noise or activity.* The noise and activity at a Short-term Rental shall be consistent with the typical level of noise and activity of the neighborhood in its vicinity and shall not create intrusive off-site disruptive impacts or excessive noise inconsistent with quiet residential settings.
- (3) *No disruptive parties.* No Short-term Rental Operator, Renter or other person shall allow, cause or participate in a gathering, party or other event at a Short-term Rental which is unruly and/or disruptive to the surrounding quiet residential setting and character. Family reunions and similar family gatherings that are in keeping with typical residential uses are permitted if disclosed to and consented to by the Short-term Rental Operator.
- (4) *No "open invite" parties or other events.* Parties or events advertised, on social media or otherwise, to the public or large groups of people are not permitted, nor shall the Short-term Rental be advertised as "a party house." Further, cultural events, special events, outdoor events, lawn parties, weddings or similar activities (invitation by or on behalf of Renter) are not allowed on the Short-term Rental Property for more than the number of occupants permitted under the Short-term Rental Permit.
- (5) *No trespass.* It is expressly forbidden for guests or visitors at a Short-term Rental to trespass on the lands or property of another.
- (6) *Concerts.* No concerts, band performances or similar uses including those that include sound equipment making music unduly audible to adjacent properties, may take place during a Short-term Rental.

In addition to inclusion in the Information Packet, the Short-term Rental Operator shall post or display in a prominent place in the Short-term Rental the foregoing restrictions in a minimum of 12-point font, to fully inform the Renters and any visitors of these prohibited activities.

**Town of Roxbury
SHORT-TERM RENTAL
Information Packet**

An Information Packet shall be prepared and submitted as part of an application package. The Information Packet shall be available to renters of a Short-term Rental. The Information Packet shall consist of:

- (1) Maximum allowed occupancy (See Section 18-5. C.).
- (2) Noise and use restrictions.
- (3) Location(s) of off-street parking area(s).
- (4) Location(s) of trash receptacles.
- (5) Primary Point of Contact and Alternative Point of Contact information including cell phone number and e-mail address available for receiving and responding to complaints, emergencies, or other similar communications.
- (6) Emergency Services Information (911).
- (7) A diagram showing emergency exits.
- (8) Explanation of the renters' responsibility not to trespass on adjoining private property.
- (9) Explanation of the renters' responsibility not to create a disturbance perceptible off-property.
- (10) Notification of the renters' responsibility to comply with this chapter.